

Control-Point Time & Task Management

For Today's Ultra-Busy Professionals

Missed deadlines, churning priorities, and long hours plague today's top achievers. This novel control-point technique obsoletes traditional time and task management and helps today's busy professionals manage multiple priorities and projects with ease.

Participants learn how to get in control of the results that really count to improve their productivity, effectiveness, job satisfaction, and sense of well-being. Combining the best of traditional approaches and the control-point management technique delivers practical strategies, tactics, tools and techniques that can be quickly learned and applied.

Learning Objectives

- Apply the control-point time and task management system
- Set clear and realistic personal and professional goals
- Apply the strategic principle of urgency vs. importance in their daily work
- Describe the Pareto principle and how it can be used to prioritize work
- List four common productivity killers and describe strategies to deal with them
- Describe how workload, productivity, and stress are interrelated
- Describe three ways to reduce stress
- List four key elements of an effective work plan
- Identify and communicate realistic time-frames for tasks and deliverables
- Describe best practices for using email
- Describe best practices for leading meetings
- List the four essentials of planning and controlling small projects and workgroups
- Apply the small project definition checklist
- Create a task control chart for smaller projects and initiatives
- Create a personal action plan for applying your learning

Formats

On-site training in 3-, 4-, 6-, and 8-contact hour versions

Breakout session formats in 60-90 minute versions

Web-delivery formats in single and multiple session programs

For keynote program format see *Acrobatics for Overachievers*

Three-hour self-paced seminar on DVD is available for \$299



Content Outline

CREATING SUCCESS

Five Daily Productivity Imperatives
The Golden Rules of Achievement

THE ELEMENTS OF ACHIEVEMENT

Definitions—the Vocabulary of Success
Characteristics of Effective Goals
Right-Sizing Your Goals
Communicating Time Milestones
Describe the Results You Want

BALANCING YOUR TIME

Important vs. Urgent Decision Matrix

PRODUCTIVITY PRINCIPLES

Conventional Prioritization
Importance x Urgency = Priority
Pareto's Principle
Parkinson's Law
Slight-Edge Theory
Know Your Energy Cycle
Strategic Reserve Time

CONTROL-POINT TIME AND TASK MANAGEMENT

Establishing Daily Focus Zones
Activity and Task Control Points
Communicating the Control Points
Managing Success with Milestones

CONTROL-POINT PROJECT MANAGEMENT

Four Keys to Project Success
Work Breakdown Structure
Creating a W.B.S. Exercise
Task Analysis Chart / To-Do List
Creating Realistic Schedules
Gantt Chart Planning
Network Diagram Planning
White-Board Planning

DEALING WITH PRODUCTIVITY OBSTACLES

The Big Four Productivity Killers
Communication Effectiveness
Using Email Effectively
Leading Productive Meetings
Productivity/Stress Continuum
Dealing with Stress

APPENDIX

Work and Lifestyle Balance
Sleep, Performance, and Wellbeing
Multi-Tasking vs. Cognitive Ability
Overtime and Productivity Myth
Get in Control of Your Future Pocket Plan

